

**Town of Chester Public Library**  
**Fine Arts Exhibits Policy**  
**June 2022**

All persons interested in exhibiting their works or collections in *the Ruplin Gallery* or the Library *Display Case*, or any other library space must apply in writing to the Library Program Director. The request should include photos, slides or other samples of the artist work or collection. Oral requests for exhibition will only be accepted from those who have previously exhibited or whose work is known to the library staff. The library staff reserves the right to reject any work it deems unsuitable for display.

**Standards**

All work displayed in the Ruplin Gallery must be original. This is not a requirement for exhibits in any other part of the Library.

**Eligibility**

Exhibit spaces are open to anyone wishing to display individually or in groups.

**Viewing times**

Exhibits are viewable during regular library hours.

**Exhibit space**

In the *Ruplin Gallery*, exhibit space and the size of artwork is limited to the space that the two gallery walls can accommodate. Exhibits for the *Display Case* are limited to what the case can accommodate. Exhibitors are responsible for all the hardware and tools necessary for hanging their artwork and for supplying suitable bases for sculptures if necessary. The Director will have final determination concerning placement of exhibits.

**Length of exhibit**

Exhibits will be on display for a period of one month or at the discretion of the library staff.

### **Responsibility of Exhibitors**

Exhibitors are responsible for setting up and dismantling the exhibit according to the agreed upon dates, times, rules and regulations set forth by the Library. Cancellation or no-show by the artist for agreed dates could result in ineligibility for future exhibits.

Exhibitors are responsible for the removal from the library of all packing materials and containers once the exhibition is set up, no exceptions. The Library will not store these packing materials for the duration of the exhibit. While the library can aid, to some degree, with advertising, the participating exhibitor bears primary responsibility for all advertising, promotion, publicity, sales of art works, catalog of work and if desired, an opening reception.

### **Liability**

All exhibitors should be aware of the fact that we are a low security facility. Therefore the participating exhibitors will bear all risk and responsibility for any loss, theft or damage to his or her work. The Town of Chester Library is not responsible for the loss, damage, or theft of any display items on exhibition or for items left at the library once the exhibition is completed.

Revised by Library Board of Trustees, June 22, 2022

Modified by Library Board of Trustees, March 19, 2002

Approved by Library Board of Trustees, July 17, 2001